HUGHES HALL
UNIVERSITY OF CAMBRIDGE

COLLEGE COUNCIL

Confirmed Minutes

One hundred-and-thirty-fifth meeting of College Council 25 February 2025

Council Room at 16.30

{} indicates that this item will be removed prior to publication on the College website

Present: Sir Laurie Bristow (Chair, President), Dr Sonia Ilie (Acting Vice-President), Dr Tori McKee (Senior Tutor), Mr Jonathan Newby (Bursar), Prof Bill Irish, Dr Bart de Nijs, Dr Aga Iwasiewicz-Wabnig, Dr Guillermo Serrano Najera, Dr Nigel Yandell, Prof Ajith Parlikad, Mrs Kerry Wilson (Development Director), Dr Alexis Willett (Impact Director), Alex Zimmerman (MCR President), Daniel Wolfe (MCR Treasurer, to item 35.8)

Apologies: Prof John Doorbar

In Attendance: Patrick Dunne (Assistant Bursar, to item 35.14), Sarah Langford (Head of Communications, to item 35.14)

OPEN BUSINESS

35.1. Introduction

35.1.1. Welcome

The President welcomed Dr Yandell and Prof Parlikad to their first Council meeting.

35.1.2. Declarations of interests

There were no declarations of interest.

35.2. Minutes and Matters arising from Open Business of College Council, 28 January 2025

35.2.1. Approval of minutes (CC35 01)

The Minutes were approved as an accurate record.

35.2.2. College Council action list: Open Business (CC35 02)

The action list's outstanding items will be brought to the March and April 2025 Councils.

35.3. President's Report

The President noted the success of two recent Impact events, the Impact Expo and the Covid-19 Reflections event, thanking the panel and the team involved. The transfer of Chapter Zero and Climate Governance Initiative is now complete, and the new Director of CCE has started in their role. The recruitment of the next Bursar is a key priority for the term ahead.

The Development Director noted that the annual Alumni Donor Questionnaire (ADQ) summary report has been shared with Heads of House, Bursars and relevant College contacts. Strong challenge and match-giving commitments are in place for the 14-15th May 2025 Giving Day; a pipeline of legacy donations is also being worked through. The Development "deep dive" at 19 March 2025 Governing Body will enable a comprehensive discussion on development priorities.

The Impact Director highlighted the positive response to the Impact events, and noted that Bridge Governance is under review, to be duly considered by Governance Committee and Governing Body.

The Head of Communications shared the current team priorities, noting the importance of aligning comms work with Development priorities.

35.4. MCR Business

The MCR President confirmed strong initial ticket sales for the June Event. **{Redacted}.**

An Accommodation Poll is in progress, to understand returning students' accommodation needs. The MCR offered to work with the College to support Giving Day fundraising. The 2025 MCR Budget has been set, with no anticipated drawdown requirement from reserves. The MCR President acknowledged the challenges of inheriting a budget at a mid-point in the academic year with monies already spent by the previous committee.

35.5. Accommodation Costs 2025/2026 (CC35 03)

Council considered a proposed increase of 4% for college accommodation across all pricing bands from 1 September 2025. The Assistant Bursar outlined the review of expected costs for 2025-26 and collegiate benchmarking which informed the proposal. The key factors driving the increase are the National Insurance rise and maintaining the Real Living Wage. The Bursar confirmed the College does now and is committed to continuing to paying the Real Living Wage. However, the College does not seek accreditation due to in-year increases for accredited institutions negatively impacting the College's budgeting process.

The MCR Treasurer noted the duration of the Hughes Hall licence, at nine months, is longer than the term-time only offer, and enquired whether the College can offer more rooms at term-time only rates if there is demand from domestic students. The Senior Tutor clarified that historically there has not been a high demand for term-time only contracts, but this could be investigated.

The MCR Treasurer queried whether the College could offer bursary rents, to students in receipt of the Cambridge Bursary. The Senior Tutor confirmed that hardship funds are available to support students, and these are currently under-subscribed, therefore communications should focus on this provision and ensure students who need it can receive this support.

ACTION: Senior Tutor to arrange meeting with MCR to discuss term-time only contracts and how to capture data on student accommodation needs.

Council approved the proposed 4.0% increase for College accommodation fees for 2025-26.

35.6. * Accommodation Allocation Policies, Licence Agreement and guidelines (CC35 04)**

Council noted without discussion the accommodation policies and licences applicable to students in College owned and leased accommodation.

35.7. Proposal for Undergraduate College Tuition Fees 2026-2027 (CC35 05)

The Assistant Bursar talked to the proposed College undergraduate tuition fee for 2026-27 for students paying the unregulated fee (those with Overseas fee status, and with Home fee status studying for a second degree in subjects other than architecture, medicine, or veterinary medicine).

{REDACTED}.

The MCR President queried the information available on the College Fee and its transparency. The Bursar clarified the collegiate system allocates a proportion of costs, including tutors, DoS, supervisions and the operational costs of running a college. The Senior Tutor encouraged the MCR to provide feedback if they hear of students who feel they are not receiving expected support.

Council approved the proposed fee and the associated terms and conditions.

35.8. * Hughes Hall Data Protection Officer's Report 2024 (CC35 06)**

Council noted the low levels of data breaches reported by the College in 2024 and that some breaches receive the classification of a "near miss", which is not a reportable breach and therefore does not feature in the report.

35.9. {[CONFIDENTIAL] Pavilion Project Update

{[REDACTED]}

35.10. Statutes & Ordinances Update

The Bursar updated Council on the current status, with the informal draft of Statutes with the Privy Council, and the subsequent governance approval process through Governing Body, the University, and final formal approval at Privy Council.

Council noted the Statute & Ordinances Review Lead is developing draft Ordinances, focusing on the structure of Council, the Academic Staff regulations and employment elements, to ensure legislative compliance.

35.11. Bursarial:

35.11.1. Bursar's Report (CC35 07)

The Bursar noted the increased focus of the team on Health & Safety, with the introduction of the H&S Working Group providing management of the recent audit findings.
The Bursar confirmed that Athena launched on 12 February 2025, with testing up to the 28 February 2025, with the Papers upgrade in progress and due for launch imminently.

35.11.2. Management Accounts to 31 January 2025 (CC35 08)

The Assistant Bursar introduced the monthly finance dashboard, which provides summary data for Council scrutiny, and requested Council members provide feedback to enhance the reporting. The Assistant Bursar reported the majority of departments have a favourable expenditure variance to date.

{REDACTED.}

The Development Director noted the phasing challenge for donations reporting and confirmed the intention to report on all income received from philanthropy within the Development report.

35.12. Tutorial and Admissions

35.12.1. Senior Tutor's Report (CC35 09)

The Senior Tutor talked to their report. Council noted the reduction in undergraduate intake numbers, driven by a reduction in applicants for the CGCM course.

35.12.2. Student Disciplinary Policy (CC35 10)

The Senior Tutor described the revisions to the Student Disciplinary Policy and its alignment with the University's policy, noting the complexity of the document and that there is ongoing work to introduce user flow diagrams to make the policy more user-friendly.

The Senior Tutor noted the introduction of a Staff & Students Relationships Policy, scheduled for Council's March 2025 meeting.

Council approved the Student Disciplinary Policy.

35.13. * Minutes of committees: For information**

Council received the minutes of the following committees without discussion:

35.13.1. Unconfirmed minutes Finance Committee, 20th January 2025 (CC35 11)
35.13.2. Unconfirmed minutes DEFI & Camtree Oversight Committee, 29th January 2025 (CC35 12)
35.13.3. Unconfirmed minutes CCE Oversight Committee, 10th February 2025 (CC35 13)
35.13.4. Unconfirmed minutes Estates Committee, 12th February 2025 (CC35 14)

35.14. Any other Open Business
End of Open Business JW